



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER : FINCN/03-022SDS

OPENING DATE : 04/17/03

CLOSING DATE : 05/17/03

POSITION : Law Enforcement Liaison Specialist

SERIES AND GRADE : GS-1801-13

NUMBER OF VACANCIES : One or More

SALARY RANGE : \$69,054 -\$89,774 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Investigative Support (OIV)

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : present and former Federal employees with competitive status within the Washington DC commuting area.

SUMMARY OF DUTIES: This position is located in the Financial Crimes Enforcement Network (FinCEN) Office of Investigative Support, Gateway Program. The incumbent serves as a Law Enforcement Liaison Specialist within this section. As such, he/she conducts or coordinates liaison activities necessary to allow law enforcement agencies throughout the United States direct access to sensitive information maintained by FinCEN under the provisions of the Gateway Program. Works with the staffs of law enforcement organizations, and others as appropriate, to ensure that they understand the Gateway Program and its requirements. Provides instruction, training, or consultation; and responds to requests for policy clarification or investigation support. Acts on behalf of OIV and the Gateway Program to obtain resources needed to conduct training, support investigations, promote office initiatives, or resolve problems. Develops and presents marketing packages or materials, and performs other activities to keep the community informed of FinCEN requirements, systems, or initiatives affecting program activities, and encourage data sharing with other program participants. Serves as a primary point of contact on problems, issues, or concerns related to the Gateway with responsibility for taking action necessary to resolve these. Provides the coordination and staff support necessary to produce data, analyses, and other materials need to support specific investigations or related activities conducted by participants in the Gateway Program. Develops and coordinates law enforcement training classes offered through the Gateway Program to Federal, state, and local law enforcement organizations across the nation. Develops curriculum in consultation with other experts within and outside FinCEN to ensure the needs of the program and its participants are met. Serves as the source of advice and assistance to law enforcement organizations on matters related to understanding and using FinCEN resources accordance with FinCEN and Gateway requirements.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Experience in the program activities of FinCEN and, specifically, involving the Gateway Program to enable law enforcement, regulatory, and financial organizations to access databases pertaining to financial transactions and related criminal activity. (Applicants must indicate the extent of their knowledge of FinCEN activities and specifically, those of the Gateway Program.)
2. Considerable ability to collect, analyze, and interpret information to develop patterns of activity that reveal concerted efforts concerning money-laundering or other improper financing. (Applicants must indicate the nature of their relevant research analytical experience.)
3. Experience relevant to providing training, guidance, and technical assistance on the conduct of database research and analysis in connection with money-laundering and other improper financing. (Applicants must specify their experience in providing relevant training, guidance and technical assistance.)
4. Ability to use effective oral communication skills in providing briefings and training and negotiating with officials of other organizations, participating in professional meetings, and explaining and defending analyses and recommendations. (Applicants should specify the nature and level of their experience in these forms of oral communications.)
5. Experience in developing briefing and training materials, investigative analyses, planning documents, procedures and guidelines, reports, and general correspondence. (Applicants must specify their experience in developing such written materials.)

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Travel: This position requires overnight travel on a regular and recurring basis in order to accomplish the duties assigned.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No relocation expenses will be paid.

Financial Crimes Enforcement Network (FinCEN) employees MUST include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.

All other applicants MUST submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and provide a copy of their most recent SF-50, Notification of Personnel Action.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

Please download, complete and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF181
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/03-022SDS
P.O. Box 39
Vienna, VA 22183-0039**

For additional information, please call: Wanda Haynes at (703) 905-3503. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out pre-tax

dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.